

HOME RULE VILLAGE INCORPORATION PETITION INSTRUCTIONS

State Boundary Commission

Department of Licensing and Regulatory Affairs

Authority: 1968 PA 191

General instructions for preparation of a Home Rule Village Incorporation Petition, which consists of the following parts and forms:

Part I Map: Shall be labeled and prepared pursuant to State Boundary Commission General Rule 37; **attach sheets labeled “PART I”** [R123.37]

Part II Petition Certification: Requests that the State Boundary Commission order the incorporation of the area described in the Part III description as a Home Rule Village. Request must include the affected Township(s) and County(s) and state that the incorporation petition meets the population conditions pursuant to Section 3 of The Home Rule Village Act, 1909 PA 278 [MCL78.3] or, if qualifying for incorporation by being a Summer Resort, state that the filing requirements are met; **attach sheets labeled “PART II”** [MCL 78.2]

Part III Legal Description: Shall be labeled and prepared pursuant to State Boundary Commission General Rule 37; **attach sheets labeled “PART III”** [R123.37].

Part IV Petition Signatures: Contains the required petition signatures submitted on Secretary of State/Bureau of Elections Form 2010-2002 [MCL 78.2]. This form can be obtained from the Secretary of State.

Part V Reason for Request: Petitioner(s) reason(s) for the incorporation request; **attach sheets labeled “PART V”** [MCL 123.1009].

Part VI: This part is not required on this type of petition.

Part VII Map: Shall contain a map showing the relationship of the area proposed for annexation to the balance of the involved and adjacent units of government; **attach sheets labeled “PART VII”** [R123.37].

Provide contact information of petitioner and involved local units of government; **attach sheets.** [R123.32(1)].

The completed petition shall be filed with the State Boundary Commission. This may be done in person between the hours of 8:00 a.m. and 5:00 p.m., by mail or email to bccolsr@michigan.gov.

U.S. Postal Service:

State Boundary Commission
Office of Land Survey and Remonumentation
Department of Licensing and Regulatory Affairs
P.O. Box 30254
Lansing, MI 48909

Courier Other Than U.S. Postal Service

State Boundary Commission
Office of Land Survey and Remonumentation
Department of Licensing and Regulatory Affairs
611 West Ottawa
Ottawa Building, 1st Floor
Lansing, MI 48933